

# Hiring an Ignite Work Study Student

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University  
of Windsor

Career Development &  
Experiential Learning

## Hiring an Ignite Student

Ignite Work-Study is an inclusive employment program that funds a variety of on-campus part-time jobs for UWindsor students. All positions are paid and provide valuable experiences and opportunities for students to gain career-ready skills to help them prepare for life post-graduation.

Please review the following instructions for Hiring an Ignite student:

### Student Hiring Eligibility Requirements

Ignite students must meet the following eligibility requirements:

- Good academic standing (cumulative average of 60% or higher and not be on academic probation).
- Registered in a minimum course load (60% for domestic; 80% for international; 40% for students with a documented permanent disability).
- Not in a co-op work term in the semester they are employed in an Ignite position.
- International students must have a fully approved study permit and a valid Social Insurance Number (SIN).
- Students cannot work more than 24 hours per week on campus (across all roles they may be hired into). Students with a GA role are limited to 100 hours of other work per semester.

International students that have yet to land in Canada or those that have returned home before obtaining a SIN, may not be eligible at this time. For more details about how international students can obtain a SIN, see:

**<https://www.uwindsor.ca/international-student-centre/87/working>**

## Starting the Hiring Process

Supervisors can choose to hire an Ignite student in one of two ways:

1. Hiring a student they already have in mind:
  - a. Submit the Ignite position through the Authorization for Hire System.
  - b. If all vacancies for your position have been filled, your job will expire automatically and will no longer be visible to students.
  
2. Hiring a student from a select pool of eligible candidates:
  - a. Review applications and select students to interview.
  - b. Interview eligible applicants either in-person or via a pre-recorded interview through their Interview Stream link that is included in their application.
  - c. If interviewing a student in-person, contact them directly through their UWindsor email or phone number.

## After the Interview

### 1. Authorization for Hire System

- Submit an Ignite position through the **Authorization for Hire System** found in the **Administrative Portal** of [myuwinfo.uwindsor.ca](http://myuwinfo.uwindsor.ca).
  - Select a position from the available positions in your area. If you require a position that is not listed, [submit a ticket](#) to create a new position.
- Instructions for using the Administrative Portal in myUWinfo can be found [here](#).
- If you have questions or require access to the Administrative Portal, email [hrstudent@uwindsor.ca](mailto:hrstudent@uwindsor.ca).
- If your department has yet to transition to myUWinfo, fill out an [Authorization to Hire an Ignite Student Form](#) and email it to [ignite@uwindsor.ca](mailto:ignite@uwindsor.ca).

### 2. Submit Hiring Package to Human Resources

- Have your student submit a **Hiring Package** to the [University of Windsor Human Resources Department](#).
- Students will be issued an employee number once the HR package is processed, and a copy will be available through Brightspace.
- If a student already has a UWindsor employee number and has worked at the University of Windsor within the past year, they are not required to submit a Hiring Package.
  - Ensure you include their employee number of the Ignite Student Hiring Authorization form.
  - If a student does not know their employee number, they can log on to UWinsite Student to retrieve it.

## After You Have Hired a Student

### 1. Health & Safety Training

After you have hired a student, submitted their hiring package, and received their employee number:

- The student must complete mandatory **Health & Safety Training** within two weeks of being hired. Students are to be paid for training.
  - To complete training, students must login to: [uwindsor.ca/requiredtraining](http://uwindsor.ca/requiredtraining).
  - Students who have already completed training are encouraged to login to review and ensure their training is up to date.

### 2. Schedule Initial Check-In & Submit Form

- Supervisors must complete an **initial check-in** within two weeks of hiring a student.
- Use this [Qualtrics Check-In form](#) for create your own.
- Discuss questions with the student and ensure form is signed by both you and the student.
- If you are creating your own form, ensure it is signed by both parties and emailed to [ignite@uwindsor.ca](mailto:ignite@uwindsor.ca).

### 3. Ignite Launch Session

- All students are required to attend a Launch Session within the first two weeks of employment.
- Students are emailed registration instructions and will sign up on mySuccess.
- There are two types of Launch Sessions:
  - Launch Session – New Ignite Student
  - Launch Session – Returning Ignite Student
- Students are to be paid for attending the Launch Session.
- The supervisor will be emailed a record of completion and the duration of the session for payroll purposes.

### 4. Payroll

Employers are responsible for reporting a student's hours using an [Ignite Timesheet](#).

- Payroll forms must be completed and authorized by the employer. **Do not** project hours or pay students in advance of work being done.
- Deadlines for submitting hours to Payroll:

- For employees who have been approved or are working in a fall term only position, report hours no later than the last working day prior to Christmas break.
- For employees who are working the summer term, report hours no later than August 18<sup>th</sup>, 2024.
- For employees who are working in both Fall 2024 and Winter 2025 terms, report hours no later than April 12<sup>th</sup>, 2025.

*Hours reported after this date will not be included as part of the Ignite program. Payment will then be charged to departmental budget provided on the Job Proposal Form and will become the responsibility of the employer as legally, students must be compensated for all hours worked.*

*Hours worked more than the wage subsidy allocation will be charged to the department budget provided on the Job Proposal Form. If a student does not receive their pay as expected, please check-in with the Payroll Department before resubmitting a time sheet to ensure the student is not paid twice for the same period. If time sheets are submitted by the deadline for that pay period, the pay will be deferred until the next pay period.*

Calculations of how many hours per term your student can work, visit the [Ignite wage subsidy webpage](#).

## 5. Final Check-In

- Schedule a Final Check-In with the Ignite student during their last two weeks of employment.
- There are two forms that must be completed:
  - [Performance Evaluation Form](#) (completed by the supervisor)
  - [Final Reflection Form](#) (completed by the student after their performance evaluation)
- Supervisors must review the Performance Evaluation Form with the student during an in-person meeting.
  - Both the supervisor and the student must sign the form.
  - The student must email a signed copy of the form to [ignite@uwindsor.ca](mailto:ignite@uwindsor.ca).

## Questions

Questions related to hiring an Ignite student can be directed to [ignite@uwindsor.ca](mailto:ignite@uwindsor.ca) or by calling 519.253.3000 x 2577.